



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 27, 2014

Carla McDonald
22331 Tom Trail Court
Monticello, Iowa 52310

Dear Carla,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

This letter is in regards to the February 26, 2014 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) t- Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.

Reason determined out of compliance: You provided me with a copy of the last time this was tested and the report was dated 2009.

How to correct: You need to have this testing done and save the report for your files. Please let me know if the testing shows any problems. This needs to be done annually.

☐ 110.5(2) d- An individual file is maintained for each substitute and contains:

☐ 110.5(2) d- Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: When I reviewed your substitute file I noticed the certificate for Infant and Child first-aid had expired April of 2013.

How to correct: You believe she has an updated certificate for this. Please obtain a copy of the certificate and place it in the substitute file. If she has not taken this course this needs to be done as soon as possible.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: One child's file showed she started in October 2010 and the first physical date is January 31, 2011.

How to correct: When a child starts in your care make sure you get a copy of a physical dated within the past 12 months for their file.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information in the file of the six year old child's files.

How to correct: Have the parents provide you with an annual State of Health for this child.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: April 1, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/538-8464- Cindy Heck.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).